



## *Town of Lexington* Historic Districts Commission

Lynn Hopkins, Chair  
Anne Eccles  
Britta McCarthy  
Paul Ross  
Robert Warshawer

Tel: (781) 698-4524

Fax: (781) 861-2780

### **Information for Applicants for Historic Districts Commission Certificates of Appropriateness**

All applicants should review the Lexington Historic District Commissions Application Instructions and Guidelines. The Guidelines are available on line at <http://ci.lexington.ma.us/Historic%20District/hdcguidelines.pdf> and from the Office of Community Development. These guidelines explain in detail the purpose, process and priorities of the Historic Districts.

The Commission needs to understand how the proposed project will fit within the existing building and neighborhood. Drawings, photographs, catalogue cuts, samples and the like should demonstrate the appropriateness of the project. A complete submission for an addition or major renovation will include some or all of the following items:

1. **Elevations and plans** of the proposed project, shown in context with the existing building, drawn to scale and with building materials labeled. Drawings of **critical exterior design details** may be requested. The dimensioned drawings that will be submitted to obtain the building permit are required.
2. **Site plan** showing existing buildings and structures as well as proposed changes.
3. **Photographs of the existing building and adjacent structures** that establish the context for the project. Modified photographs showing how the proposed changes will look are very helpful as well.
4. **Catalogue cuts** of windows, doors, light fixtures, fences and other manufactured products.
5. **Listing of all proposed exterior materials and colors** and locations of same, and where appropriate, **samples**.

The Commission requires a **digital version and 10 copies of the submission for a formal hearing by the application deadline**, typically the Friday four weeks before the scheduled hearing. This allows time for abutters to be notified, the hearing to be publicized and commissioners to review the proposal, visit the site and request any additional information prior to the actual hearing. By signing the "Application for a Certificate of Appropriateness" the applicant understands and agrees that, at their convenience, individual Commission members may visit the property to view the areas and details of proposed changes.

Modest modifications, such as a change of paint color or reroofing, will not require all of the documents listed above. Check with the clerk to confirm the level of documentation appropriate for the project.

The initial formal hearing must be published in the Minuteman. The newspaper will bill directly for the cost of this legal notice, approximately \$25.00 to \$40.00, depending on length.

Any violation of a previously issued Certificates of Appropriateness must be remedied before an application for additional work will be accepted.



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**Lexington Historic Districts Commission**

**Application for Certificate of Appropriateness and a Formal Hearing**

☐ Have you visited with the Commission at an Informal Hearing to discuss your project?

Yes

☐

No

The Commission requires that applicants with a larger or more complicated project, such as an addition and major renovation, discuss their project with the commission at an *informal* hearing prior to submitting a formal application. A separate application is available for an informal hearing.

Application is hereby made for issuance of a Certificate of Appropriateness for:

Addition ☐

Alteration ☐

Construction ☐

Demolition ☐

Painting ☐

Re-roofing ☐

Re-siding ☐

Signage ☐

Other ☐

Address: \_\_\_\_\_ Map: \_\_\_\_\_ Lot: \_\_\_\_\_

**SUBMISSION INCLUDES:**

☐ Elevations, plans, details

☐ Site plan

☐ Photographs

☐ Catalogue cuts

☐ Materials list

**DESCRIPTION OF PROJECT:**

Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Applicant (if not owner): \_\_\_\_\_ Title: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Applicant's e-mail: \_\_\_\_\_

I certify that I have read the "Lexington Historic Districts Commission Application Instructions and Guidelines" and that I will conform to all applicable provisions and conditions.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



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**LEGAL NOTICE AUTHORIZATION**

Please sign and return to Lexington Historic Districts Commission, 1625 Massachusetts Avenue, Lexington, MA 02420 along with completed "Application for Certificate of Appropriateness" and Abutters List.

Date: \_\_\_\_\_

To: GateHouse Media New England/Community Newspaper Company  
Legal Notice Department

I hereby authorize GateHouse Media New England/Community Newspaper Company to bill me directly for the legal notice published on \_\_\_\_\_ in the **Lexington Minuteman** newspaper for a public hearing with the Historic Districts Commission regarding property at

\_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

email: \_\_\_\_\_



# Town of Lexington

**Clear Form**

## Request For Certified Abutters List

Request Date

Requestor's Due Date

To Whom It May Concern:

I would like to request a Certified Abutters List for the following property:

Property Addresses: \_\_\_\_\_ Tax Map #: \_\_\_\_\_ Lot # : \_\_\_\_\_ Unit # \_\_\_\_\_

Other Related Map/Lot#: \_\_\_\_\_

Current Owner(s): \_\_\_\_\_

**For the purpose of contacting abutters for:**

☐ Board of Appeals (Within 300')

☐ Historical District Commission (Within 100')

☐ Planning (Within 300')

☐ Selectmen (Within \_\_\_\_\_')

☐ Conservation Commission (Within 100')

☐ Out of Town (Within \_\_\_\_\_')

☐ Historical Commission (Within 100')

☐ Town Engineer (Within \_\_\_\_\_')

Other criteria as follows: \_\_\_\_\_

*(Example: All condo association owners Or All properties on Elm St between Sugar St and Maple St.)*

**The Certified Abutters List should be Delivered as follows:**

☐ Picked up Please call when ready # \_\_\_\_\_  
Phone Number Ext

☐ Emailed to \_\_\_\_\_

Printed Name

Date

Mailing Address

Phone

Ext

The source data and the process employed to establish this Abutters List has been certified by the Town of Lexington:

*R F LENT*

Signed & Certified, Robert F. Lent Director of Assessing

**Dept Use:**

Date Processed : \_\_\_\_\_ Fee Collected: \_\_\_\_\_



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**Lexington Historic Districts Commission**  
**Application for an Informal Hearing**

The Commission requires that applicants with larger or more complicated projects, such as additions and major renovation, discuss their projects with the Commission at an informal hearing prior to submitting a formal application.

The applicant would like to informally discuss a proposed project with the Commission.

Addition ☐      Alteration ☐      Construction ☐      Demolition ☐  
Painting ☐      Re-roofing ☐      Re-siding ☐      Signage ☐      Other ☐

Address: \_\_\_\_\_ Map: \_\_\_\_\_ Lot: \_\_\_\_\_

**DESCRIPTION OF PROJECT:**

Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Applicant (if not owner): \_\_\_\_\_ Title: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Applicant's e-mail: \_\_\_\_\_

I certify that I have read the "Lexington Historic Districts Commission Application Instructions and Guidelines" and that I will conform to all applicable provisions and conditions.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_